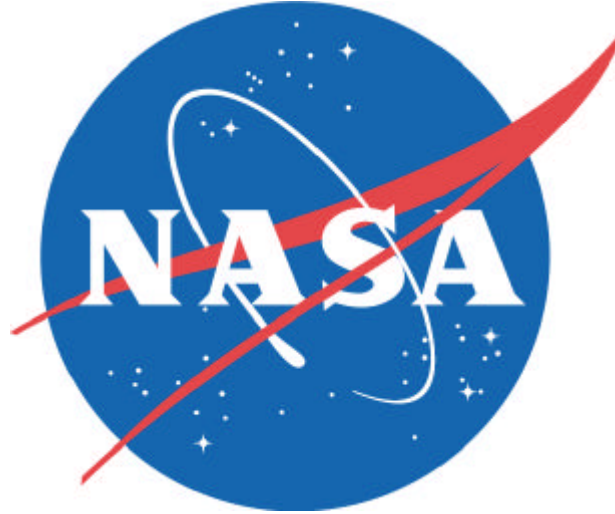Responsible Office: Code Z
Subject: NASA Historical Reference Collection

Office of Policy and Plans

Office Work Instruction

Management of the NASA Historical Reference Collection

Original Approved by
Lori B. Garver
Associate Administrator
Office of Policy and Plans

Responsible Office: Code Z
Subject: NASA Historical Reference Collection

DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		12/10/99	

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1. Purpose

The purpose of this procedure is to capture and make available to NASA employees, researchers, and the general public, documents recording the history of NASA's programs.

2. Scope and Applicability

This OWI covers maintenance of the Historical Reference Collection by the History Office staff at NASA Headquarters for reference use by NASA officials, researchers, and the general public. Documents are obtained from NASA organizations and current and former NASA employees and are copies of Federal records and publicly available materials from non-NASA sources. NASA Records Retention Schedules and the NASA Handbook (see references below) govern the retention, retirement, and destruction of agency records, thus determining the content of the Historical Reference Collection.

3. Definitions

Because the NASA Headquarters History Office serves, among others, the general public, we do not rely on NASA-unique terminology or acronyms for effective communications.
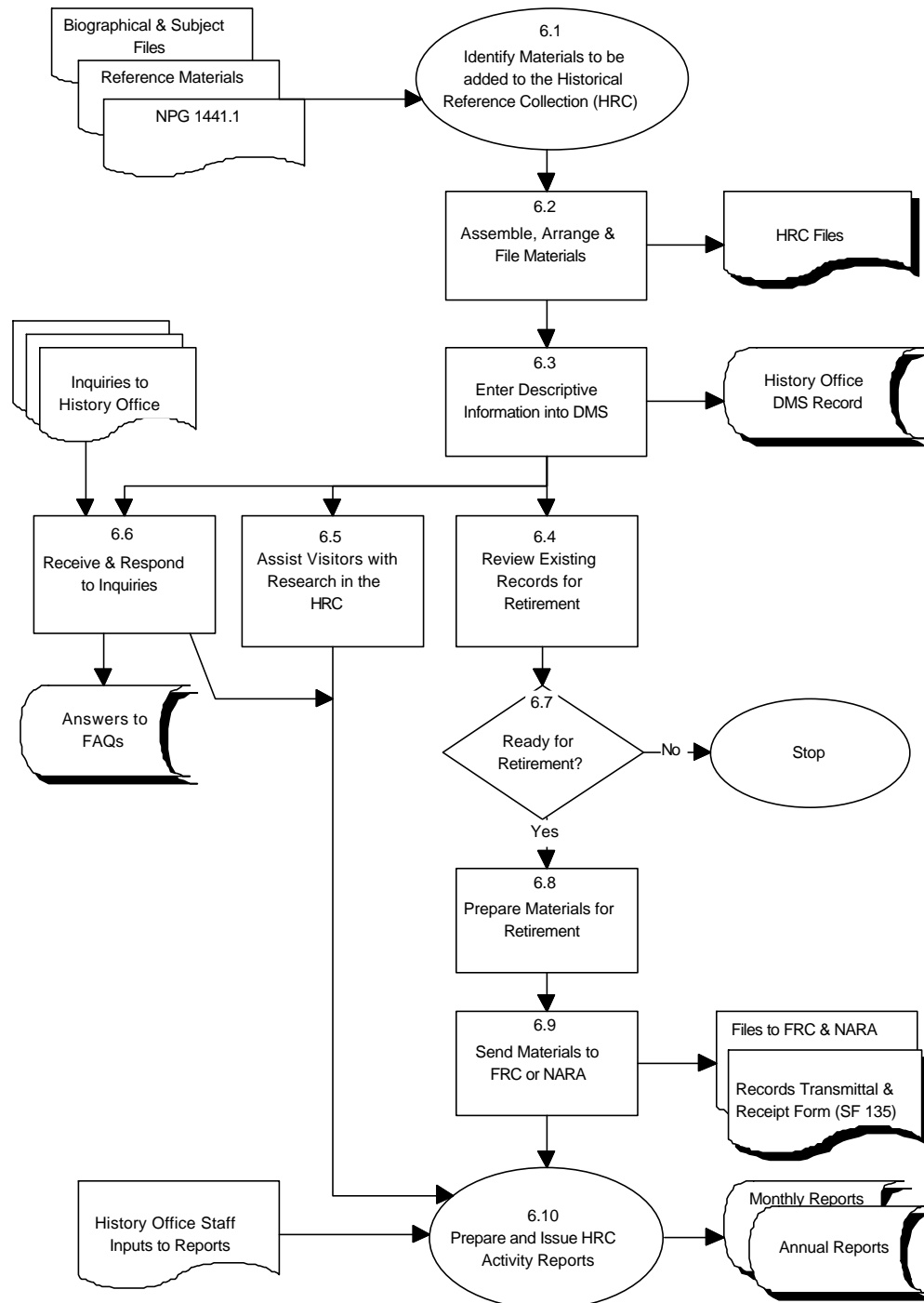
3.1 NASA HQ Historical Reference Collection: A collection of non-federal record copies of news articles, reports, correspondence, and related publications located at NASA Headquarters, and available for examination by NASA officials and other researchers during normal NASA business hours. Most materials are available in hardcopy form although some are available in electronic form as well.

3.2 Historical Program Review Team: Experts in the history of aerospace technology, policy, and business who are routinely consulted to assist in planning and performance evaluations for the NASA History program.

3.3 Document Management System: A computer-based on-line catalogue of, and finding aid for, documents contained in the NASA HQ Historical Reference Collection.

3.4 Support Contractors: Two professionally trained and experienced archivists provided to the History Office by an outside contractor for the purpose of assisting with the arrangement, description, and reference services in the HRC.

4. References

4.1   NHB 1101.3, Sect. 425.b(1)(e), "The NASA Organization and Definition of Terms."

4.2   NPG 1441.1C, "Records Retention Schedules."

4.3   HHR-64, "Research in NASA History: A Guide to the NASA History Program."

4.4   "Procedure for Handling Reference Requests," September 1999.

4.5   Standard Form 135, "Records Transmittal and Receipt Form."

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Biographical & Subject Files

Reference Materials

NPG 1441.1

6.1 Identify Materials to be added to the Historical Reference Collection (HRC)

6.2 Assemble, Arrange & File Materials

HRC Files

6.3 Enter Descriptive Information into DMS

History Office DMS Record

Inquiries to History Office

6.6 Receive & Respond to Inquiries

6.5 Assist Visitors with Research in the HRC

6.4 Review Existing Records for Retirement

Answers to FAQs

6.7 Ready for Retirement?

No → Stop

Yes

6.8 Prepare Materials for Retirement

6.9 Send Materials to FRC or NARA

Files to FRC & NARA

Records Transmittal & Receipt Form (SF 135)

History Office Staff Inputs to Reports

6.10 Prepare and Issue HRC Activity Reports

Monthly Reports

Annual Reports

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6.   Procedure

Step	Actionee	Action
6.1	Chief Historian, Archivist	Identify biographical and subject files and reference materials to be added to the Historical Reference Collection by consulting with NASA officials, History Office staff, and Historical Program Review Team. Actionees also use subject-matter expertise as well as guidance conveyed in NPG 1441.1C, Records Retention Schedules, to identify HRC material. Materials come from a number of sources: distribution lists, printed and online sources, NASA organizations, current and former NASA employees, and employees under contract to the agency.
6.2	Archivist with Support Contractors	After receiving historical materials, assemble, arrange, and file materials using procedures and criteria established in NASA HHR-64, *Research in NASA History: A Guide to the NASA History Program.*
6.3	Archivist with Support Contractors	Enter descriptive information, including location, into History Office Document Management System. Maintain descriptive information (DMS record) in electronic form searchable by History Office staff and researchers.
6.4	Chief Historian, Archivist	Review and select materials for retirement to the Federal Records Center or National Archives and Records Administration in accordance with NPG 1441.1C. Records are retired to FRC and NARA based on timetables and other instructions spelled out in NPG 1441.1C and in consultation with the agency Records Manager. Go to step 6.7.
6.5	History Office staff, with Support Contractors	Assist visitors with research in the Historical Reference Collection by guiding them through a database search of the History Office Document Management System. Provide visitors with a copy of NASA HHR-64, *Research in NASA History: A Guide to the NASA History Program* to facilitate their research.
6.6	History Office staff, with Support Contractors	Receive and respond to inquiries received by phone, fax, e-mail, or letter from NASA staff, researchers, and the general public. Prepare and maintain answers to frequently asked questions (FAQs) on a network, shared drive. Prepare individual responses to information requests that require additional research and retain copies of those responses only for a limited period of time. An internal, History Office document entitled "Procedures for Handling Reference Requests" explains this action in further detail.
6.7	Chief Historian, Archivist	Are Records Ready for Retirement (see step 6.4)? If so proceed to step 6.8. If not, retain in HRC or evaluate for retirement at a later date.
6.8	Chief Historian, Archivist	Prepare materials for retirement to FRC or NARA in accordance with NPG 1441.1C and in consultation with the agency Records Manager.
6.9	Chief Historian, Archivist	Send materials to FRC or NARA by contacting agency Records Manager to arrange for pickup of boxes along with the required paperwork, a Records Transmittal and Receipt Form, SF-135.

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| 6.10 | Chief Historian | Prepare and issue monthly and yearly History Office activity reports that include information on research use of the historical reference collection. Receive input from History Office staff prior to preparation of reports. Re-examine monthly reports prior to annual report preparation. Reports are distributed to Code Z Associate Administrator and staff. Additionally, yearly report is placed on the NASA History Office web site. |

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7. Quality Records

Record Identification	Owner	Location	Record Media: Electronic or Hard Copy	Schedule Number and Item Number (NPG 1441.1C)	Retention/Disposition
HRC Files	Archivist	History Office	Hard Copy	1.8.B	Retain indefinitely in agency space until no longer needed, or destroy when 75 years old, whichever is longer.
History Office Document Mgmt. System Record	Archivist	History Office	Electronic	1.8.B	Retain indefinitely in agency space until no longer needed, or destroy when 75 years old, whichever is longer.
Responses to Frequent-ly Asked Questions (FAQs)	History Off. Staff, Contrac-tors	History Office	Electronic	1.8.B	Retain indefinitely in agency space until no longer needed, or destroy when 75 years old, whichever is longer.
Records Transmittal and Receipt Form, SF-135	Archivist	History Office	Hardcopy	1.8.B	Retain indefinitely in agency space until no longer needed, or destroy when 75 years old, whichever is longer.
Monthly Report	Chief Historian	History Office	Electronic	1.12.B.1	Permanent; retire to Federal Records Center when 5 years old; transfer to National Archives Records Administration in 5 year blocks when 20 years old.
Annual Report	Chief Historian	History Office	Electronic	1.12.B.1	Permanent; retire to Federal Records Center when 5 years old; transfer to National Archives Records Administration in 5 year blocks when 20 years old.

APPENDIX: [None]